

§ 101-37.503

and maintain summary data including, but not limited to:

- (a) Aircraft and aviation related facilities inventories;
- (b) Cost and utilization for owned aircraft and aviation facilities;
- (c) Cost and utilization for chartered, rented, or contracted aircraft;
- (d) Inventories of support service agreements; and
- (e) Senior Federal official and special category travel data.

§ 101-37.503 Reporting responsibilities.

Reporting responsibilities are as follows:

- (a) *Owned aircraft.* The executive agency to which the aircraft is registered in conformance with the FAA regulations or appropriate military regulations is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (b) *Bailed aircraft.* The executive agency which operates bailed aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (c) *Leased or lease/purchased aircraft.* The executive agency which makes payment to a private or other public sector organization for the aircraft is responsible for reporting inventory, cost, and utilization data for each aircraft.
- (d) *Loaned aircraft.* The executive agency which owns an aircraft on loan to a Federal agency will report inventory, cost, and utilization data. The executive agency which owns an aircraft on loan to a State, cooperator, or other non-Federal entity will report inventory data associated with that aircraft.
- (e) *Contract, charter, and rental aircraft.* The executive agency which makes payment to a private sector or other public sector organization for the aircraft is responsible for reporting cost and utilization data by specific aircraft for each type of mission performed.
- (f) *Support services.* The executive agency establishing the aviation support services agreement with service vendors is responsible for reporting associated data by agreement number, aircraft or service type, and vendor.
- (g) *Senior Federal official and special category travel.* Each executive agency

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is responsible for reporting travel by personnel transported on aircraft scheduled by that agency.

§ 101-37.504 Reports.

Executive agencies will submit aviation management data using FAMIS structure format for automated reporting or appropriate forms. FAMIS data shall be submitted to the General Services Administration, Aircraft Management Division, Washington, DC 20406. Interagency report control number 0322-GSA-AN has been assigned to these reports. To the extent that information is protected from disclosure by statute, an agency is not required to furnish information otherwise required to be reported under this subpart.

(a) Each executive agency will provide GSA with reports as changes occur for:

(1) *Facilities inventories.* Additions, deletions, and changes shall be submitted using GSA Form 3549, Government-owned/leased Maintenance, Storage, Training, Refueling Facilities (per facility) or FAMIS file structures.

(2) *Aircraft inventories.* Additions, deletions, and changes shall be submitted using GSA Form 3550, Government Aircraft Inventory (per aircraft) or FAMIS file structures. Any aircraft operated or held in a non-operational status, must be reported to FAMIS regardless of its ownership category.

(3) *Aviation support services cost data.* This data will be submitted using GSA Form 3554, Aircraft Contract/Rental/Charter Support Services Cost Data Form or FAMIS file structures, as support service agreements become effective.

(b) Each executive agency will provide GSA with reports annually on or before January 15 for the previous fiscal year ending September 30 for:

(1) *Contract, rental, and charter aircraft cost and utilization data.* Each form or FAMIS database record must contain only one aircraft for each type of mission performed. The data is submitted using GSA Form 3551, Contract/Charter/Rental Aircraft Cost and Utilization or FAMIS file structures.

(2) *Government aircraft cost and utilization data.* The cost and utilization information must be tracked by serial number and must reflect the actual use

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and expenditures incurred for each individual aircraft. These reports are to be submitted using GSA Form 3552, Government Aircraft Cost and Utilization or FAMIS file structures.

(c) Each executive agency will provide GSA with a report semiannually on or before May 31 for the period October 1 through March 30, and on or before November 30 for the period April 1 through September 30 for senior Federal official and special category travel. These reports are to be submitted using GSA Form 3641, Senior Federal Travel or FAMIS file structures. Executive agencies that did not transport any senior Federal officials or special category travelers during the relevant time frame must submit a written response that acknowledges the reporting requirements and states that they have no travel to report. For detailed explanation see § 101-37.408.

§ 101-37.505 Aircraft used for sensitive missions.

Inventory, cost, and utilization data submitted to GSA for agency aircraft dedicated to national defense, law enforcement, or interdiction missions will be safeguarded as specified in § 101-37.506. GSA will not allow identification (registration number, serial number, etc.), location, or use patterns to be disclosed except as required under the Freedom of Information Act.

§ 101-37.506 Reporting requirements for law enforcement, national defense, or interdiction mission aircraft.

Agencies using aircraft for law enforcement, national defense, or interdiction missions may use reporting provisions which provide for agency information protection as specified in paragraphs (a) and (b) of this section.

(a) *Undercover aircraft.* Agencies operating undercover aircraft as defined in § 101-37.100, will report to GSA all FAMIS data in accordance with § 101-37.504, to include the registration number and serial number as reported to the Federal Aviation Administration (FAA), Office of Aircraft Registry.

(b) *Deep cover aircraft.* Agencies operating deep cover aircraft as defined in § 101-37.100, will report to GSA all FAMIS data in accordance with § 101-

37.504, except for that data requiring special handling by the FAA. Specific identifying data for those aircraft requiring special handling by the FAA will be reported as follows:

(1) *Special number data.* Initially, agencies will supply the actual aircraft serial number with a unique code number. The code number will be used for all future data submissions. GSA will maintain the actual serial number and associated code in a secured file independent from all other FAMIS data. The secured file containing aircraft serial number data will not be printed or distributed.

(2) *Registration number data.* Agencies will not submit registration number (FAA registration number) for deep cover aircraft.

(3) *Location data.* Agencies will not submit location data.

Subpart 101-37.6—Management, Use, and Disposal of Government Aircraft Parts

SOURCE: 62 FR 43472, Aug. 14, 1997, unless otherwise noted.

§ 101-37.600 What does this subpart do?

This subpart prescribes special policies and procedures governing the management, use, and disposal of Government-owned aircraft parts.

§ 101-37.601 What responsibilities does the owning/operating agency have in the management and use of Government aircraft parts?

(a) The owning/operating agency is responsible for ensuring the continued airworthiness of an aircraft, including replacement parts. The owning/operating agency must ensure that replacement parts conform to an approved type design, have been maintained in accordance with applicable standards, and are in condition for safe operation.

(b) In evaluating the acceptability of a part, the owning/operating agency should review the appropriate log books and historical/maintenance records. The maintenance records must contain the data set forth in the latest version of Federal Aviation Administration (FAA) Advisory Circular 43-9. When the quality and origin of a part is